

## **Camp Atterbury Individual Replacement Deployment Operation (IRDO) Guidance**

The information provided on this page and on the IRDO web site refers to Deployment and Redeployment of DoD Civilians and Civilian Contractors. The deployment course is a 6 Day Program starting Sunday at 12:00pm and completing on Friday at 11:00am. Upon completion of the IRDO pre-deployment training Deployees will be certified for deployment and movement to their respective theater of operations.

Upon completion of your tour, redeployment through Camp Atterbury will be required. Before return from theater, mobilizing civilians will need to make redeployment arrangements following the instructions on this page and on the IRDO web site listed below for redeployment processing. A redeployment letter is available on the site. Redeployment is on an individual basis and may require up to 72 hours at Camp Atterbury to complete all required tasks for reintegration and out processing.

IRDO Web Site for instruction on Deployment and Redeployment:

<http://www.campatterbury.in.ng.mil/IndividualReplacementDeploymentOperations/tabid/1101/Default.aspx>

A Deployee Welcome Letter is available on the Camp Atterbury web site on the IRDO link. This letter includes all of the necessary information to assist you with reception transportation and in processing procedures. Review the Letter and all available supporting Annexes for potential changes in reporting instructions, transportation arrangements and processing requirements that need to be completed before arrival on Sunday.

### **DEPLOYMENT (MOBILIZATION) GUIDANCE:**

**REPORTING PROCEDURES:** Report to the 138th Regional Training Institute Professional Education Center, Building 5, Camp Atterbury, Edinburgh, IN. In-processing begins at 1200 hrs and the Day 0 brief is at 1600 hours on the program start date (Sunday). Civilians are to hand-carry all required documents necessary for their deployment process as indicated in the Annexes listed on the Welcome Letter on the IRDO web site. Civilians should have a deployment packet consisting of five separate folders; Personnel, Medical, Dental, On-line Training, and Clothing documents. Folders will be collected by the respective servicing organization on Sunday. All documentation collected will be returned to prior to departing the course.

**COURSE PREREQUISITES:** Copies of your orders or Letter of Authorization ARE required to attend the course, a copy of passport and all of the pre-certifiable on-line training certificates. (Remaining online certificates not completed by the arrival date are due by the end of training on Wednesday). Some certificates require both a CAC card and AKO password. If you are not able to complete online training due to access issues, a computer lab will be available for certificate completion. Verification of personal data for the class roster and sign in sheets will be completed. If a mobilizing civilian is determined to be ineligible to complete the program, the course staff will check you out of the room NLT close of business the following day, to provide sufficient time to arrange departure travel.

**CONDUCT & DISCIPLINE:** Deployees attending the IRDO mobilization training course are professionals and representatives of the US Government. All conduct should reflect the same and is fully expected to reinforce good order and discipline. Deployees found to be in violation of the IRDO Discipline Policy may receive a Major or Minor Spot Report. Deployees will be briefed on the Policy on Day 0. In the event that a Deployee receives 2 x Minor Spot Reports, or 1 x Major Spot Report the Deployee may be dismissed from the program. A letter of Disciplinary Action will be sent to the sponsor/parent organization of Deployee in question.

**COURSE OUTLINE:** Due to the training schedule and required curriculum, be prepared for long training days and dress accordingly; as well be prepared for inclement and seasonal weather.

Sunday, Day 0: Welcome and In-Processing in-processing begins at Bldg 5, Camp Atterbury at 1200 hours on the applicable Sunday start date. Deployees must have in their possession the following items:

- a) 10 copies of orders or your organizations Letter of Authorization; which authorizes you to attend the mobilization training.
- b) Training certificates completed and printed out for submission. Any training certificates not completed before arrival will need to be completed in the computer lab during non-class time and turned in not later than 4:00pm on the Wednesday of your training cycle.
- c) Hand-carry your medical packet to in-processing. Submit all of your medical documentation to the IRDO medical office. (checklist provided on the IRDO web site.)
- d) Current ID card.
- e) Copy of your passport.

Monday, Day 1: Curriculum consists of mandatory briefs, instructor based training and class room instruction on mandatory theater entry requirements and subjects. Computer Lab time is available during personal time.

Tuesday, Day 2: Dental & Medical processing, Administrative & personnel processing. Computer Lab time is available during personal time.

Wednesday, Day 3: Military equipment and uniform issue based upon your duty location and duty position. Instructor based and hands on performance training on individual theater specific individual readiness training subjects. Computer Lab time is available during personal time.

Thursday, Day 4: Vehicle rollover and weapons training. Make-up as needed individual administrative, medical, dental and personnel requirements. Make-up as needed individual uniform and equipment issue requirements. Instructor based and hands on performance based class room instruction on mandatory theater entry requirements and subjects.

Friday, Day 5: Installation clearance, issue theater entry packets/records to Deployee for onward movement. Release from the course and group departure is not earlier than 1100 hrs. Transportation is provided in one movement to Indianapolis International Airport from Camp Atterbury.

**LODGING & MEALS:** Mobilizing civilians will be provided military lodging accommodations on post. Lodging can vary dependent upon the overall mobilization load being supported at Camp Atterbury. You are required to stay in the assigned military lodging during the course due to the course curriculum / training day. Internet access is not available in the provided lodging. The Dining Facility (DFAC), Post Exchange (PX), Post Office, Gymnasium, and Banking are all within walking distance, as are most other supporting facilities.

The IRDO program is supported by the BLD 5 DFAC to provide mobilizing civilian meal requirements. Meals are free of charge for civilians assigned to a deploying class and civilians that are redeploying.

**MEDICAL STATUS:** When processing through the Camp Atterbury medical validation screening process Deployees will be notified of their medical status. Deployees with medical issues will be formally notified via the Medical Disposition Letter. Deployees should notify their sponsor/parent organization of their medical status as soon as receiving their disposition. Deployees may be designated as 1 of 3 categories: (1)Validated, (2)Non-validated, and (3)Delay-Deploy. Validated Deployees are medically cleared and are considered to be in a “GO” status. Non-validated Deployees are designated as such due to a medically disqualifying condition and will out-process and depart immediately. Delay-Deploy Deployees have 2 sub-categories:

1. Those with issues that only take 7 days to clear.
2. Those that take more than 7 days to clear.

Deployees that may clear their medical issues in a 7-day period may be afforded the opportunity to go into a Medical Holdover (MEDHOLD) status and remain on Camp Atterbury to be cleared and validated. Deployees identified as Delay Deploy may transfer from IRDO billeting to the Camp Atterbury Holdover Company on Friday. Once a Deployee is designated as Delay-Deploy, then that Deployee must report to BLD 300 daily at 0800 for accountability. Failure to report at 0800 will result in having any scheduled appointments cancelled and those times given to another Deployee.

Deployees whose medical issues require more than 7 days to clear will out-process on Friday and return to their home of record (HOR). Deployees that return to Camp Atterbury from their HOR after clearing up medical issues will report to BLD 300 upon arrival and schedule their Case Management appointment in order to get medically reviewed for clearance. They will report to BLD 300 daily at 0800 hours in order to be accounted for. Failure to report at 0800 will result in having any scheduled appointments cancelled and those times given to another Deployee.

## **TRANSPORTATION:**

1. Check for the latest information on transportation support on the course Welcome Letter.
2. IRDO staff cannot receive Deployees who report earlier than the 1 day prior to the

class report date. Deployees are required to clear out of their assigned room no later than 1100 hours on Friday. Rooms are cleaned and reassigned for the following course which begins the following day.

3. Camp Atterbury transportation (Cml: 812-526-1305), provides transportation from Indianapolis International Airport to Camp Atterbury on the course start date. Reference the bus schedule on the IRDO web site which provides the latest movement instructions. After course completion, departure time from Camp Atterbury is at 1100 hrs for all departing civilians.

4. If you are unable to arrange a flight for Sunday arrival, you must arrive the day prior (Saturday) and report to the Indianapolis airport USO Lounge between 0800 and 1600 hours on the Sunday class report start date for the transportation shuttle service to Camp Atterbury.

5. Rental cars and Personally Owned Vehicles (POVs) may be driven on to Camp Atterbury provided that the installation entry requirements are properly met. Upon arrival Deployees should park and join their class and make all additional movements during the training day via the IRDO provided transportation. Tardiness may result in a negative Spot Report and the revocation of on-post driving privileges.

6. Rental cars, hotel costs and taxi service are non-reimbursable costs at Camp Atterbury. These items are highly discouraged while in attendance at the Camp Atterbury IRDO. All costs incurred are the responsibility of the Deployee and/or the parent organization.

### **REDEPLOYMENT (DEMOBILIZATION) GUIDANCE:**

Upon return from theater, mobilizing civilians will need to redeploy through Camp Atterbury.

Review the Redeployment Information Letter on the web site for potential changes in reporting locations, transportation arrangements and processing requirements that need to be completed before arrival.

Personnel should make contact with us via distribution at Int-cajmtc-ndc@ng.army.mil 7 days prior to arrival to Camp Atterbury, IN. You should email your flight itinerary with your notice. All transportation, billeting and processing will be handled through Camp Atterbury. Please refer to the website for updates and changes. Redeployment processing usually takes no more than 72 hours without medical or admin issues. Out-processing involves CIF turn in and Medical/SRC clearance, and Administrative out-processing. Upon arrival at the Indianapolis airport, personnel should report to the airport USO and call the Camp Atterbury Shuttle service Cml 812-526-1305. Tell the driver picking you up for movement to Camp Atterbury that you are with the IRDO Program.